

# RESIDENCE LIFE HANDBOOK

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Volume 1, Number 9, August 2007

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Newport News, Virginia 23606  
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Internet Address:

<http://www.cnu.edu/studentlife/residencelife.htm>

# Welcome to Residence Life at CNU!

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Greetings!

On behalf of the Office of Residence Life, welcome to your 2007-2008 Residential Life experience at Christopher Newport University. The Residence Life staff and the entire University community look forward to hosting you for the upcoming academic year. We know you will find your stay with us enjoyable and come to consider CNU your home away from home. Living on campus provides many exciting opportunities and benefits. You will become part of the growing residential culture and climate of CNU.

Educational resources and social activities abound. We encourage you to get involved in your residential community. Meet the staff and your neighbors. Participate in hall programs. Plan some of your own activities with friends. Assume a leadership role on the floor, get involved with Hall/ Area Council, attend Residence Hall Association (RHA) meetings and help create a sense of community in your building. Through your involvement, you will develop important life skills which will complement your classroom experience and college education.

This Residence Life Handbook is filled with important information you need to know while living on campus, including policies and procedures that govern residential living. Your understanding and respect for these issues are critical to your success as a residential student. Please take time to familiarize yourself with the contents of this Handbook. If you have any questions or require assistance with your living situation, Residence Life staff members are ready and eager to respond to your needs. Let us know what we can do to assist you.

Welcome, again, to Residence Life. Be safe, have fun and make the most of your residential experience.

Sincerely,



Jerry Roeder  
Director of Residence Life

# Residence Life Mission Statement

Residence Life is dedicated to serving residential students and developing a safe and inclusive living-learning community that supports the academic mission of the University. The Residence Life staff seeks to enhance the co-curricular experience, and to facilitate the holistic growth of students to prepare them to pursue lives with meaning and purpose and to become responsible and contributing members of society.

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# Residence Hall Calendar

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## August 2007

Tuesday/Wednesday, August 21, 22 .....First-year Students Move In, 8 a.m.  
 Saturday, August 25 .....Upper Classmen Move In, 8 a.m.  
 Monday, August 27 ..... Classes Begin

## September 2007

Monday, September 10 .....Begin Fall Room Change Period  
 Monday, September 24 .....Health & Safety Inspection Week

## October 2007

Saturday, October 6 .....Fall Break: Residence Halls Remain Open  
 Wednesday, October 10 ..... Classes Resume  
 Wednesday, October 31 ..... Last Day for students who withdraw to receive  
 prorated housing/dining refunds

## November 2007

Friday, November 16 .....Last day to request a room change until Spring  
 Wednesday, November 21 ..... Thanksgiving Break  
 Residence Halls Close at Noon  
 \*CNU Apartments and CNU Village remain open during Thanksgiving Break  
 Sunday, November 25 .....Residence Halls Reopen, 8 a.m.

## December 2007

Friday, December 7 ..... Classes End  
 Saturday, December 8 ..... 24 Hour Quiet Hours in the Residence Halls  
 Monday, December 10 ..... Final Exams Begin  
 Friday, December 14 ..... Final Exams End  
 Saturday, December 15 .....Residence Halls Close at Noon  
 \*CNU Apartments and CNU Village remain open during Winter Break

**January 2008**

Saturday, January 19 ..... Residence Halls Open, Noon  
Monday, January 21 ..... Classes Begin

**February 2008**

Monday, February 4.....Begin Spring Room Change Period  
Monday, February 18..... Health & Safety Inspections Week

**March 2008**

Saturday, March 8 ..... Spring Break Begins  
Residence Halls Close at Noon  
\*CNU Apartments and CNU Village remain open during Spring Break  
Sunday, March 16 ..... Residence Halls Open at Noon  
Monday, March 17 ..... Classes Resume  
Friday, March 21 ..... Last day to request a room change for spring semester  
Wednesday, March 31..... Last Day for students who withdraw to receive  
prorated housing/dining refunds

**May 2008**

Friday, May 2 ..... Classes End  
Saturday, May 3 ..... 24 Hour Quiet Hours in the Residence Halls  
Monday, May 5 ..... Final Exams Begin  
Friday, May 9 ..... Final Exams End  
Saturday, May 10 ..... Residence Halls Close, at Noon  
(except for graduating seniors)  
Sunday, May 18 .....Spring Commencement  
Monday, May 19..... Residence Halls Close to Seniors at 5 pm

**June/ July 2008**

Friday, June 15 ..... CNU Apts. contracts end at Noon  
Monday, June 30..... CNU Village contracts end at Noon  
Tuesday July 1 ..... CNU Apts. contracts begin  
(except 10-month buildings)  
Tuesday, July 15.....CNU Village Contracts begin  
(except 10-month buildings)

# The Residence Life Staff

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## Director of Residence Life

The Director of Residence Life oversees all functions of the Office of Residence Life. The Director is responsible for the direction and leadership of the Residence Life program including development and implementation of the Residential Life philosophy, policies and procedures. The Director supervises the professional Hall Directors and student staff working in the residence halls.

## Associate Director of Residence Life (ADORL)

The Associate Director of Residence Life works closely with the Director and Hall Directors to promote staff programming and community development efforts in the residence halls. The Associate Director coordinates staff selection, training and development.

## Hall Director (HD)

Hall Directors are full-time administrative professionals who live and work in the residence halls. They have significant education, leadership experience and specific training in residence hall management. Hall Directors work closely with the student staff (RAs, FDAs, and Hall Council) to promote a positive residential community by supporting program opportunities and enforcing policies to maintain high community standards.

## Resident Assistant (RA)

Resident Assistants (RAs) are community builders who live in designated areas of each residence hall on campus. They are full-time upper class students trained to help with most situations that may arise for residents including academic and personal concerns. During the year, RAs will plan programs and activities to provide students with social and educational opportunities outside the classroom. RAs will also assist residents with upholding University policies as well as any policies that individual halls may adopt.

## Resident Assistant Coordinators (RACs)

Resident Assistant Coordinators are RAs with additional administrative and staff liaison responsibilities in support of the Hall Director.

## **Front Desk Assistants (FDAs)**

Front Desk Assistants are full-time students who assist in the residence halls through front desk operations. Their responsibilities include answering questions, distributing equipment and keys, and maintaining the guest registration log.

## **Police Aides (PAs)**

Police Aides are full-time students who staff the residence hall front desks from midnight until 8:00 a.m. whenever facilities are in operation. They provide after-hours information assistance while ensuring only residents and registered guests enter the residence halls. Police Aides are supervised by University Police.

## **Hall Council (HC)/ Area Council (AC)**

Each residential area on campus has a Hall Council that functions as the programming and governing body for the residence halls. It plans programs and makes policy recommendations to improve the quality of life in the residence halls. At the beginning of the fall semester, each floor, hall, or wing elects or appoints a representative to cast official votes at Hall Council meetings. All residents are considered members of their respective Hall Councils and are encouraged to participate. On East Campus, the East Area Council represents the residents of Barclay, CNU Apartments, CNU Village, and Warwick River Suites.

## **Residence Hall Association (RHA)**

RHA is the umbrella organization that unites the Hall Councils from across campus and represents the interests of all residential students. All residents are considered members of RHA and are encouraged to participate.

## **National Residence Hall Honorary (NRHH)**

CNU is one of less than 200 colleges and universities in the nation with an NRHH chapter. With upperclassmen inducted based on demonstrated excellence in the classrooms and the residence halls, members represent the top 1% of residential students.

# Community Statement

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When you live in the residence halls and share space with other people, you cannot help but have an impact on, and be impacted by, the people and community around you. Keeping this in mind, the ideal residence hall community is built on:

## Personal Responsibility

Residents take responsibility for their actions. They own up to their mistakes and try to make things better. They are aware of the effect their behavior has on the residence hall community and make a conscious effort to minimize any negative impact on others.

## Respect

Residents learn to respect and appreciate each other for their differences as well as their similarities. The "Golden Rule", treat others how you want to be treated, is practiced and basic rights are observed. Residents put the well being of others and the community before themselves.

## Communication

Residents connect with each other and build positive relationships. They openly express their thoughts and feelings. Problems are discussed and resolved constructively.

## Trust

Residents believe in each other. They are willing to share of themselves and rely on one another. Residents feel comfortable being open and honest with each other.

## Commitment

Residents feel a responsibility toward their community. They share a bond and a common identity. They stick up for each other. Residents take pride in and help maintain community standards and the appearance of their building.

## Involvement

Residents care about their surroundings and participate in the lives of their neighbors. They take an active role in the development of their residential community.



# Services and Facilities

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## **The Center for Counseling, Consulting and Coaching**

The Center for Counseling, Coaching & Consulting offers a variety of services to support students. Specifically, CCCC offers services to help clarify and address personal concerns, and develop and pursue academic and other goals. All services are designed to assist students in strengthening their academic and people skills and in learning to succeed beyond their time at CNU. Although the office provides excellent support services, it does not infer or guarantee that it will solve problems without the active participation of the student.

Students now also have coaching services available as a resource to achieve their life goals. Coaching services utilize cutting-edge techniques to address student needs that have typically been unaddressed in traditional counseling. Thus, students who may not have previously had reason to seek our services now have an excellent opportunity to find support in whatever areas of learning, growth and development the student is pursuing. Likewise, the addition of consulting services provides another excellent resource related to student questions that are not typically within the scope of personal counseling or coaching services. The Center for Counseling, Coaching & Consulting can be reached by phone at 594-7047.

## **Office of Career Development**

The Office of Career Development offers services such as career counseling, internship and employment searches, and graduate school planning assistance for CNU students and alumni. Individual appointments, workshops and recruiting events are available. Look for programs offered in the residence halls and across campus. The Office of Career Development can be reached by phone at 594-8887.

## **Dining Services**

Students must present their CNU ID in order to use the meal plan in any of the dining venues (Hiden-Hussey Commons, Regattas, Discovery or Captains). The CNU ID and meal plan cannot be used by anyone other than the student whose name appears on the card. Allowing another individual to utilize your meal plan may result in judicial action and/or suspension of meal privileges without refund. Guests are welcome to purchase a meal at the entrance to the dining facility. Hours of operation are posted at each dining venue.

## **Directory Information**

Directory information (i.e. telephone numbers, room numbers, and mailbox numbers) is considered public information and may be released on request. Students who do not wish to have certain directory information released should contact the Office of the Registrar at 594-7155.

## **Flex Point Plan**

A Flex Point Plan is available to the entire CNU community. This plan is an individualized spending account tied to the CNU ID that can be used at any auxiliary service location (all CNU food venues, vending machines, the bookstore, and on-campus copiers). There is no limit to how much can be deposited in an account. Payments and additional deposits to the Flex Point Plan can be made by check, cash, or money order at the Cashier's Office in the Administration Building. Refunds are available at the end of the year for unused student-purchased flex points over \$25.00. Flex points provided by the University for students in other unique circumstances are to be used during the semester that they were issued and are non-refundable.

## **Front Desk Operations**

Front desks are located in each of the residential areas. Desks in main campus residence halls are staffed 24 hours a day, seven days a week, when residence halls are open.

Front Desk Assistants (FDAs) from 7:45 a.m. – 8:00 p.m.  
Residents Assistants (RAs) from 8:00 p.m. – Midnight  
Police Aides (PAs) from Midnight to 7:45 a.m.

The East Campus front desk operation is located in Barclay 53. Hours of operation are posted in the area.

East Campus Front Desk in Barclay Apartment # 53: .....	643-7019
James River Hall Front Desk: .....	643-8000
Potomac River North: .....	534-9301
Potomac River South: .....	534-9300
Santoro Hall Front Desk: .....	643-7000
York East Front Desk: .....	643-7008
York West Front Desk: .....	643-7009

## Health and Wellness Services

Supervisor: Rita Cenname, BSN, RN  
 James River Hall Lobby  
 Phone (757) 594-7661  
 Fax (757) 594-8853  
 Email: [uhws@cnu.edu](mailto:uhws@cnu.edu)

University Health and Wellness Services (UHWS) is a health-care partnership between CNU and Riverside Healthcare Systems, one of the largest healthcare systems in the region. UHWS, through a contractual arrangement with Riverside, offers many services to support healthy living as well as help students learn to take responsibility for their wellness.

A family nurse practitioner is available in UHWS to assist with wellness and sick care needs. They can provide services such as diagnosis and treatment of illness and injury, physical examinations and preventive health screenings. To avoid an extended wait time, appointments are encouraged and given priority, however, walk-ins are welcomed. Hours are Monday through Friday 9:00 am - 5:00 pm (or as posted) when classes are in session during fall and spring semesters. For a list of services and fees please visit the Health & Wellness Services website: <http://studentclinic.cnu.edu>

For assistance after hours and on weekends, Ask-A-Nurse 24 Hour Telephone Resource Line is available by calling Riverside Hospital at 594-2000 and requesting to speak to Ask-a-Nurse. Students with medical questions or concerns can call Ask-a-Nurse, anytime 24 hours a day, to speak to a registered nurse. Ask-a-Nurse can provide information as well as assistance in making physician referrals.

Boxed meals are available in the dining halls if a student is unable to get to the dining facilities due to illness or injury and would like for another student to bring food to him/her in the residence hall. Forms are available from the Hiden-Hussey Commons Dining Hall Office.

## **Information Technology Services (ITS)**

Information Technology Services provides support for technology users across campus. Residence hall rooms come furnished with a technology bundle including basic cable, high speed Internet and local phone service. Problems with cable, Internet or phone service should be reported to the ITS Help Desk by filling out an On-line Help Desk Request Form (<http://helpdesk.cnu.edu>), emailing [helpdesk@cnu.edu](mailto:helpdesk@cnu.edu), calling 594-7079 or stopping by the ITS Office located in McMurrin Hall. Students are encouraged to use the online form which enables them to track the status of their request. If students cannot access and submit the form from their room/ computer due to technology problems, they can use a computer cluster in a residence hall, the library or elsewhere on campus.

## **Laundry Facilities**

Washers and dryers accept coins or Flex Points and are located in each of the residence halls. Machines are also located in a laundry room at Barclay Apartments. Residents are encouraged to remove their clothing from the machines promptly and to be respectful of other people's laundry. Laundry should not be left unattended for long periods of time. Problems with laundry machines should be reported to the front desk. The University is not responsible for lost, stolen, or damaged clothing. Refunds may be issued at the information desk in the Student Center. A laundromat is also located within walking distance of the university in the shopping center on Warwick Blvd. across from Food Lion.

## **Laundry/ Vending Machines**

Money lost in vending machines and laundry machines can be refunded through the Student Union Information Desk (594-7100).

## **Lounges & Computer Labs**

Residence hall lounges and computer labs are intended for use by building residents and guests only. Lounge spaces may be reserved for limited use. Reservations can be made at the front desk of the residence hall.

## Mail Services

All residents living in University owned housing will be assigned a mailbox in the Student Union. Once a student is assigned a mailbox, they will keep that same mailbox the entire time they live in University-owned Housing. The Student Union Post Office is open Monday-Friday during posted hours. Incoming mail should be addressed as follows:

Student Name  
1000 University Place  
Student Union  
Mailbox #  
Newport News, Virginia 23606

Students not returning to CNU Housing the following semester must return their mailbox keys to the Student Union post office or a \$10 key charge will apply.

## Maintenance

For room maintenance, residents should submit an online work request through the CNU Housing webpage (<http://www.housing/cnu.edu/>) or by going directly to the following link: <http://helpdesk.cnu.edu/housing/>. Repairs will be made as quickly as possible. If the issue is not resolved within five working days, please contact the Office of University Housing at 594-7756. Emergency maintenance personnel are on-call after hours and on weekends for maintenance issues that cannot wait until normal working hours. Immediately contact your front desk if you experience any of the following emergencies:

- Sparking or smoking outlets or fixtures
- No lighting in stairwell or bathroom
- No water
- No hot water
- Clogged toilet
- Leaking sprinkler head
- Inability to lock room door
- Inability to open room door
- Jagged or shattered glass in the room
- Major leak causing flooding
- A. C. unit frozen and flooding
- Buzzing smoke detector

Residents should report phone, Internet and cable problems directly to Information Technology Services.

Submitting a Maintenance Request gives University personnel permission to enter a student room to make repairs.

## **Parking Services**

The Parking Services office is located in the parking garage behind the Ferguson Center for the Performing Arts. The phone number is 594-7129. Valid parking permits (permanent or temporary) are required when parking on campus. Parking is permitted in designated areas only. Parking or driving on grass or sidewalks is prohibited.

## **Pest Control/ Extermination**

Bug problems should be reported via an online work request through the Housing Office. To reduce problems, residents are reminded to keep areas clean and not to leave food or dirty dishes lying around. Trash should be bagged, tied up and taken to designated trash rooms or dumpsters.

## **Residence Hall Closing**

(See Also: Check-in and Check-out)

Main campus residence halls (Santoro, James River, Potomac River, York River, as well as Barclay Apartments and Warwick Suites) close for Thanksgiving, Winter Break, and Spring Break. CNU Apartments and CNU Village remain open and accessible to residents during break periods.

Residents are required to vacate specified residence halls during break periods or at the ends of a housing assignment contract period by the date and time posted by the Office of Residence Life. Failure to do so will result in late check-out charges assessed to individual student accounts. Charges may increase and compound the longer that the resident fails to move out on time.

Residents must return room keys to a facility's front desk when vacating their assignment or at the end of a housing assignment contract period. Failure to do so will result in an improper check-out charge being assessed to individual student accounts.

In the event of a weather emergency or a natural or man-made disaster, all CNU residential areas (including CNU Village, Apartments and houses) may be required to evacuate.

## Special Interest Housing

Housing is available in James River Hall Theme Units for groups of rising sophomores, juniors and seniors who share a common interest and whose stated goals and objectives can be enhanced through a shared living environment. Groups of students interested in this option must submit an application to Residence Life or the Housing Office prior to the housing lottery process held in the spring.

QUEST Housing, sponsored by the CNU Honors Program and President's Leadership Program, offers high-ability students, with similar interests and aspirations, opportunity to interact socially as well as academically. The privilege of living in Quest comes with the understanding that students will respect each other's property and study time. Inappropriate behavior may lead to the loss of the privilege to participate in Quest. Quest residents are expected to suggest programs of interest and to attend a designated number of Honors Program-sponsored events each semester.

Learning Communities are groups of first-year students who live together and take several classes together. Learning Communities help bridge the in-class and out-of-class experiences at CNU.

## Telephone Services

Residence hall rooms are furnished with a "Voice Over IP Address Digital Phone" including one voice mailbox per room/phone number. Other phones, including cordless phones, will not work on this system. Calling cards are necessary to make long distance calls through these phones. Questions about the CNU phone system should be directed to the Information Technology Services (ITS) Telecommunications Technician located in McMurrin Hall (643-7013).

Phone repair issues should be reported by filling out an On-line Help Desk Request Form (<http://helpdesk.cnu.edu>), emailing [helpdesk@cnu.edu](mailto:helpdesk@cnu.edu) or calling 594-7079.

Problems can also be reported to:

Cora Hite  
Telecommunications Technician  
IT Service Department  
643-7013  
Email [cora.hite@cnu.edu](mailto:cora.hite@cnu.edu)

Students who receive annoying phone calls from telemarketers should tell the telemarketer that they are not interested and to remove the phone number from the company's calling list. If possible, the student should ask the telemarketer for a supervisor's call back number so the University can follow up with the company. Details of the annoying phone call should then be reported to ITS (E-mail to [cora.street@cnu.edu](mailto:cora.street@cnu.edu)).

Students are also encouraged to register their phone number with the national "Do Not Call Registry", at [www.donotcall.gov](http://www.donotcall.gov).

Harassing phone calls including repeated calls, offensive "surveys" and pranks should be reported to the Residence Life staff. Stalking or threatening calls should be reported to CNU Police immediately at 594-7053.

## **Dialing Instructions**

### **On Campus – From Residence Hall to Residence Hall**

Dial the four digit extension.

### **On Campus – From Residence Hall to CNU Administrative Offices**

Dial "4" + four digit extension.

### **Off Campus Local Virginia**

Dial "6", + the seven digit number.

### **Calling Cards for Long Distance Dialing**

Dial "6" and follow instructions for the calling card to place call.

## **Emergency**

For emergencies, call CNU Police emergency dispatch by dialing "4"+7777. For non-emergencies, call "4"+7053. Residential students should call the CNU Police emergency number, 594-7777, rather than 911. CNU Police will contact 911 services.



## Student Telephone Features:

### Call Hold

While you are on a call, press HOLD. The display icon that indicates line 1 or line 2 blinks slowly. To return to the call press Call Toggle.

### Forward Incoming Calls Directly to Voice Mail

Pick up the handset and press Feature + 440. The display shows FWD. All incoming calls ring once and are forwarded to your voice mailbox. To turn the feature off, lift the handset and press Feature + 440 again.

### Call Waiting

While you are on a call and another call comes in, press the Call Toggle button. This will enable you to answer the incoming call while placing your original call on hold. To alternate between calls, depress the Call Toggle button.

### Adjust The Volume

**Handset** - Lift the handset, listen to the dial tone, and press the louder or softer volume control button repeatedly.

**Ringer** - While the telephone is ringing, press the preferred volume control button.

**Speaker** - Pick up the handset and press Feature + 104. This allows you to listen only.

### Voice Mail Quick Reference Guide

Each phone number includes one voice mailbox. The initial password to set up the voice mailbox is the last four digits of the room phone number. If the initial password is changed and later forgotten, the room resident(s) must contact the ITS Help Desk @ 594-7079 and provide their name(s), building name, room number, phone extension and student ID number.

### Initialize Your Voice Mailbox:

1. Pick up the handset and press MSG.
2. The voice prompts guide you through the steps to initialize your mailbox.

## **Access Your Messages from Your Telephone:**

1. Pick up the handset and press MSG.
2. Enter your password and press #.

## **Access Your Messages from any Residence Hall Phone:**

1. Pick up the handset and press MSG.
  2. Enter your password and press #.
  3. At the prompt, enter your extension number.
  4. Enter your password and press #.
- Access Your Messages from any Non-Residence Phone:

1. Dial your telephone extension directly
2. Press \* during your greeting.
3. At the prompts, enter your extension and password, and press #.

## **Mailbox Options:**

1. Pick up the handset and press MSG.
2. At the prompt, enter your password and press #.
3. Press 9 and select one of these options:
  - 1 to change your name announcement or personal greeting
  - 2 to change your password
  - 3 to create or edit group lists
  - 4 to enable or disable Off-site Notification

## **Message Playback Options:**

While you listen to a message, select one of these options:

- Press 1 to listen to the first message
- Press 2 to save the current message
- Press 3 to delete the current message
- Press 4 to reply to the sender of the current message
- Press 5 to forward the current message
- Press 6 to hear date, time and sender information
- Press 7 to move back 5 seconds in the current message
- Press 8 to pause the current message for 20 seconds
- Press 9 to move forward 5 seconds in the current message
- Press # to move to the next message
- Press \* to return to the main menu

# Residence Life Policy Statement

Students living in the residence halls are expected to respect each other and their residential community. Choosing to attend Christopher Newport University obligates the student to abide by the CNU Student Code of Conduct and other policies outlined in the Residence Life Handbook and Student Handbook. Students living on campus are also responsible for all information contained in the Housing and Dining Services Contract.

Living in the residence halls at CNU is a privilege. Residents are responsible for their decisions and will be held accountable for their actions. Those who are unable to conduct themselves appropriately and who negatively impact the residential community may be removed from campus housing.

Students who are present during a violation of University policy may share responsibility for the violation and face disciplinary action. As adults living in a community setting, residents face the difficult choice of attempting to confront and correct the situation themselves, removing themselves from the situation, involving staff, or doing nothing.

When confronted by a peer for behavior that is considered a violation of University policy, the confronted resident is expected to respond respectfully and take appropriate measures to correct their behavior. Failure to do so demonstrates disrespect for the peer, the community and University policies. Such behavior has no place in the residence halls and will be dealt with most seriously if it becomes necessary for staff to get involved. The following behaviors may result in immediate interim suspension (removal) from the residence halls pending an investigation or judicial hearing:

1. Conduct that threatens the health and safety of the residential community.
2. Vandalism or intentional destruction of University property.
3. Verbal or physical threats or the intimidation of others.
4. Fighting or any form of physical assault upon another person.
5. Possession or use of illegal drugs.
6. Possession of firearms or other dangerous weapons.
7. Hosting or participating in a party with a common source of alcohol (keg, beer ball, punch bowl).
8. Self-destructive behavior including suicide attempts, threats or gestures.

# Student Code of Conduct

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For an updated copy of the Student Code of Conduct, please see the Student Life webpage ([http://studentlife.cnu.edu/pdf/student\\_handbook.pdf](http://studentlife.cnu.edu/pdf/student_handbook.pdf) )

Visit the Center for Honor Enrichment and Community Standards at DSU 3130 or online at <http://studentlife.cnu.edu/CHECS>.

## Residence Hall Policies

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In addition to the following residence halls policies, residents are responsible for regulations outlined in the Student Handbook and the Housing and Dining Services Contract. A copy of the handbook may be viewed on the web. The Housing contract may be obtained from the Office of University Housing.

### Advertising and Solicitation

(See also: Posting)

Bulletin boards are provided in hallways and common areas to keep residents informed of Residence Life and University activities. Residents may post information in approved posting areas on their floor. Posting on other floors, in the lobby and throughout the building must be approved by the Hall Director.

Non-residents, clubs/organizations and outside groups wishing to post in the halls must submit flyers to the Hall Director for approval. SGA-approved flyers must also be approved by the Hall Director before posting. Residence Life Staff will then post the flyers within two days. Posting on main lobby doors, community windows, floors, ceilings, and building exteriors are prohibited. Material that is inappropriately posted will be taken down.

Door-to-door solicitation in the residence halls is prohibited. This includes solicitations for charitable donations or door-to-door advertising and solicitation by University student organizations. Solicitation in the lobby or lounge areas requires prior approval from the Hall Director or designee. Student rooms may not be used as a place of business.

### Alcohol

Students and guests, regardless of age, are not permitted to consume or possess alcoholic beverages in University housing.

Alcoholic beverage containers and beer funnels are also prohibited. Empty alcohol containers may be considered evidence of prior alcohol consumption in the residence halls and result in judicial action. Any alcohol found in the residence hall will be disposed of on the spot under staff observation, or may be confiscated as evidence to be disposed of at a later time. Alcohol that is confiscated will not be returned to the student or to legal age guests. Guests who bring alcohol into University housing put their host at risk for judicial action and the guest(s) may be prohibited from visiting the residence halls in the future.

## **Amplification**

Placing stereo speakers or other sound amplification devices in windows, doorways and common areas is prohibited unless for an approved event. Volume should be maintained at a reasonable level so as not to disturb other residents or people outside the building. This includes musical instruments and amplifiers.

## **Antennas**

Radio, television, or any other type of antenna or reception dishes may not be mounted outside of a student room, suite or apartment.

## **Bicycles**

Residents are encouraged to lock their bicycles to racks outside the residence halls. Bicycles are permitted in residence hall rooms as long as they are not stored in a manner that impedes safe entrance and exit or causes damage to the facilities.

Bicycles must be walked through the building and lobbies. They may not be parked in hallways, lounges, trash/recycle rooms or stairwells. They may not be hung from ceilings or other University furnishings. Bicycles or equipment found in the hallways, stairwells or lounges may be confiscated. Tire streaks, handle bar marks, mud, debris or other signs left by a bicycle will result in extra cleaning or damage charges to the individual or the community. Owners who fail to take proper responsibility for their bicycles may be prohibited from bringing them into the building.

Residents with bikes are strongly encouraged to register bicycles with the CNU Police Department upon arriving to campus.

## **Bomb Threats**

All bomb threats will be considered real. Should such a threat be discovered, residents may be instructed to evacuate their building or area. Suspicious packages, boxes or other containers containing possible explosive devices or contaminants should not be tampered with or handled by students. In such cases, students should keep the area clear and University Police should be contacted immediately at 594-7777.

## **Check-in and Check-out**

At check in, residents will receive a copy of a Room Condition Form (RCF) outlining conditions in their room. Residents are required to inspect their room when they take occupancy and to report all damages and deficiencies not already listed on the RCF to the front desk within 24 hours of check-in. Residents are responsible for ensuring the accuracy of all information on the Room Condition Form. Any discrepancies in room condition found at check -out may result in charges to the resident(s).

Regardless of the time of year, all residents permanently vacating a room or apartment must check-out with a Residence Life staff member or properly utilize an express check-out envelope available at the front desk. The staff member will perform an initial inspection of the room, note any damages on the Room Condition Form, and collect keys from the departing resident(s). A more thorough assessment of the room will be completed by the Hall Director after residents have departed. If damages are identified, residents will be billed accordingly. Residents who fail to check-out properly will be assessed an improper check-out charge of \$30.00.

Upon academic or judicial dismissal, residents must check-out within 24 hours (or other stated grace period). Failure to check-out properly or on time will result in improper check-out charges. Additionally, any days in residence (or failure to vacate all possessions) beyond the grace period will result in additional charges to the student account and possible judicial charges.

## **Cleaning and Housekeeping**

Each resident is expected to complement the efforts of University personnel by maintaining cleanliness in both public and private areas of the residence halls and throughout campus. Lounges, common restrooms and laundry rooms are cleaned by the housekeeping staff. Resident cooperation in keeping these areas as neat as possible is expected and appreciated.

Vacuums are available to check out at the front desks of the residence halls. Due to limited numbers and availability, residents are encouraged to use the vacuums carefully and to return them promptly. The noise generated by vacuum cleaners necessitates that their use be prohibited during quiet hours. Residents are responsible for cleaning their own rooms and suite/ private baths. Charges may be assessed if residents do not maintain these areas in a clean and hygienic manner. All personal trash must be tied-up in trash bags and deposited in the trash rooms or taken directly to a dumpster. Residents should not place personal room trash in the hallway or in common area receptacles.

## **Conduct Infringing On Others**

Disrespectful or dangerous behavior infringing on the rights or safety of others is prohibited. This includes disorderly conduct, noise, damage to property, harassment, lewd or indecent behavior, hosting unwanted guests in the room and other behavior that negatively impacts individuals or the community.

## **Confidentiality**

Residence Life staff will respect private information that residents may share. Staff, however, will not and cannot promise absolute confidentiality. For resident safety and security reasons, staff members are required to report certain situations or incidents to their supervisors. These situations may include but are not limited to alcohol and drug abuse, emotional distress, suicide concerns, sexual assaults, eating disorders and other serious issues.

## **Damages**

Residents are responsible for damages they cause to their room and room furnishings. For shared room items and space, roommates will divide the cost of repair or replacement equally, unless one roommate accepts full responsibility in writing.

Residents are also collectively responsible for the condition of the common areas of their residence hall community (hallways, lounges, stairwells, laundry rooms, etc.). If individuals responsible for damages to common areas cannot be identified, residents of that unit, floor, wing or building will share the cost.

Those residents found to be responsible for intentional damage or vandalism may be removed from housing. Anyone who accidentally causes damage in the residence hall is expected to seek out a Residence Life staff member immediately and ultimately explain the situation to the Hall Director.

## **Decorations**

Residents interested in decorating their rooms must adhere to the following guidelines:

1. Fire safety equipment must remain intact and uncovered.
2. Tapestries, posters and other large wall coverings may not be hung across the ceiling.
3. Decorations must not obstruct exits or access to fire safety equipment.
4. No bookshelves, lamps, or other furnishings may be affixed to walls or ceilings.
5. Decorative/holiday lights must be UL approved. They may not be left on unattended. They may not be strung through doorways or windows.
6. Due to fire hazards they present, live garland, wreaths or trees are prohibited in residence hall rooms.
7. Screws and nails may not be used to hang items. Residents are encouraged to use easily removable adhesives such as Scotch Tape, poster putty or double-sided tape that removes without leaving a mark or damaging the wall. Residents may be billed for holes, tape residue or damage their decorating leaves behind.
8. Obscene or patently offensive material may not be displayed in windows or on the outside of room or apartment doors. (See also: posting)

## **Drugs**

State law prohibits the possession and/or use of illegal drugs and drug paraphernalia. Violation of the drug policy may result in immediate removal from the residence hall. Due to concerns about the psychoactive effects of Salvia Divinorum, possession or use of "Salvia" is prohibited in the residence halls.



## **Elevators**

Elevator doors should not be blocked or held open manually. Doing so damages the elevators and may inconvenience the community. Elevator malfunctions should be reported to the front desk immediately. It is expected that residents and guests maintain the cleanliness of the elevators as they would any other common area of the building. The bell and the phone in the elevator are designed to alert staff and University Police should an individual become entrapped. They should not be used in jest or for pranks. Misuse of the elevators may result in disciplinary action.

## **Emergencies**

Students requiring assistance should contact their RA, the front desk or University Police. Emergencies requiring immediate assistance may include loss of electrical power, flood, fire, theft, assault or attempted assault, personal crisis or injury.

## **Extension Cords**

For fire safety reasons, extension cords are prohibited in the residence halls. Instead, students should use surge protected power strips with longer cords.

## **Furniture**

Residents are encouraged to arrange the furniture in their personal space to create a comfortable living environment. Residents may bring in additional furniture but are prohibited from removing University furnishings from their housing assignment. Additionally, all other building furniture must remain in its assigned location. This requirement prohibits residents from placing common area furniture or any furnishings from another CNU facility in their housing assignment and from "swapping" University provided furnishing with other residents. Removal of extra or unwanted furniture must be approved by Housing.

At check-out, room furniture should be returned to original positions. Bed frames should be set to original check-in height.

## **Gambling**

Gambling in the residence halls where a "buy-in" is required or people must "pay-to-play" is prohibited.

## Gatherings in Student Rooms

Due to noise and fire safety considerations, large gatherings in student rooms may be dispersed or relocated at staff discretion.

## Guests

Residents must understand that having guests in the residence halls is a privilege, not a right. Residents are responsible for the behavior and actions of their accompanied and unaccompanied guest(s) at all times. Guests must be properly signed in at the front desk and must always be escorted by a host resident. Hosts may sign-in up to two guests at a time. Family members must also be signed in, but are not limited to two.

A resident's right to privacy and sense of security in his/her room supersedes a roommate's privilege to have guests. Therefore, regardless of gender or time of day, residents must have the consent of their roommate(s) and apartment mates in order to have guests anywhere in the room or apartment. It is the roommates' responsibility to discuss guest policy expectations within their room/apartment and to hold each other accountable. Residents uncomfortable with or incapable of discussing guest expectations with their roommates should ask a Residence Life staff member for assistance immediately.

Conduct that infringes upon the rights of others including (1) failure to respect a roommate's right not to have unwanted guests present in the room/ apartment, or (2) failure to respond to requests for guests to leave at any time, may result in judicial action. Even with roommate consent, residents in all areas may not host overnight guests for more than two nights in a seven day period without approval from the Hall Director. Overnight guests are minimally defined as guests visiting four or more hours between midnight and 8 a.m.

Only residents assigned to a particular room or apartment may live there. Anyone else, including family members or romantic partners, is considered a guest and subject to guest visitation policies.

## **Health and Safety Inspections**

The purpose of Health and Safety Inspections is to ensure all student rooms and common areas are in reasonable condition and do not present health or safety hazards to individuals or the community. These inspections are conducted at least once per semester with notice given 48 hours in advance.

During room inspections, Residence Life staff members will inspect the general condition of the living space including bathrooms, closets, kitchens, University appliances, outlets, and fire safety equipment. Personal refrigerators are also subject to inspection by staff. Residents will be informed in writing when health or safety violations are found and will be given 48 hours to correct violations. Any illegal or prohibited items in plain view may be confiscated and referred to the Hall Director for judicial action. Failure to correct a violation or repeated violation of health and safety standards may result in a \$50.00 fine.

## **Illness**

Residents with an illness that threatens the health of the residence hall community may be required to leave the hall until they are determined by University staff and/or medical personnel to be no longer contagious. Sick or injured residents requiring continued care and attention are asked to make their recovery at home or in a health care facility. These residents may return to their housing assignment when University staff and/or medical personnel determine they are healthy enough to care for themselves.

## **Insurance and Liability**

Residents must take personal responsibility for the protection of property against theft, damage or loss. Students are encouraged to review their parent's homeowner's, renter's, and/or health insurance policies and obtain additional coverage if necessary. All lost items should be immediately reported to University Police. The University is not liable for theft, loss, or damage to any property of the resident. This includes loss from fire, flood or natural causes.

## **Items left in Student Rooms**

Housing and Residence Life are not responsible for items left in student rooms. Personal property left in a resident's room after they have vacated their assignment or at the end of a housing contract period may be stored or discarded and resulting charges may be assessed to individual student accounts.

## Keys and University Identification

In order to ensure the safety of residents, CNU issues a key card/key to each resident as they check into the residence hall. Residents are expected to carry their keys and CNU ID at all times. Residents need to present their CNU student ID at the front desk in order to gain access into the hall. Student rooms will not be unlocked for anyone other than the assigned resident(s) of the room. Residents lending their keys to an individual not assigned to the same room or apartment are in violation of residence hall policy.

If a key card is lost, stolen, or damaged, a new key card will be issued at the front desk. Report all lost and found key cards immediately to the front desk. There is a \$25.00 charge to replace a lost plastic key card and a \$50.00 charge for a hard/metal key.

Residents locked out of their rooms should contact the front desk to gain access. After three lockouts in an academic year, there is a \$10.00 charge for each additional time access is granted. East campus residents should go to the East Campus desk operation in Barclay 53 for lock out assistance. Lockout keys not returned within 24 hours of notification that a replacement key has been made will result in a \$25 charge to deactivate and replace the lockout key.

## Lofts

Residents are prohibited from building structures in the residence hall. The University has a limited number of loft kits available upon request for an additional fee. Constructing and dismantling of lofts must be performed by University staff. Additionally, bed frames may be raised by University Housing upon request, for a fee.

## Lounges and Study Rooms

Study rooms and lounges are for use by residents of the building. A resident or group of residents may reserve a room by contacting the Hall Director or front desk. Outside groups in need of meeting or program space should contact the CNU Scheduling Office to reserve space in the Student Union or elsewhere on campus. Furniture in lounges and common areas is for the enjoyment of all residents and their guests. Residence hall policy prohibits removing lounge furniture from its assigned area. Residents found to have common area furniture in their rooms will be fined \$25.00 for each piece of common area furniture and may face additional disciplinary action. Sleeping overnight in the lounge is prohibited unless approved by the Hall Director.

## Medications

At check-in, residents should indicate on their student information card any prescription medication they are currently taking. If prescriptions change during the year, the student information card should be updated at the front desk by the resident. Residents with prescriptions for controlled substances should keep their medications secured in a lock box.

## Noise

The residence halls exist to support and complement the academic mission of the University. Quiet hours and courtesy hours provide standards of acceptable noise levels for residents to socialize, study and sleep. For all residents, as members of a residential community, the comfort and convenience of neighbors must be a primary consideration. Respect at all times is the underlying rule.

Twenty-four hour Courtesy Hours are in effect in the residence halls at all times. When asked to lower the noise levels by a staff member or fellow resident, residents are expected to respond accordingly regardless of the hour, day or night.

Quiet Hours are in effect 9:00 p.m. through 9:00 a.m. Sunday -Thursday and midnight to 9:00 a.m. Friday - Saturday. Residents should keep their doors closed when playing music or creating noise that could disturb others. The standard for acceptable noise levels during quiet hours is that noise should not be heard outside the room or through walls.

During finals week, quiet hours are in effect twenty-four-hours-a-day, beginning at 9:00 a.m. Saturday after the last week of classes. Residents who repeatedly violate quiet hours and disrupt the community during finals may be immediately suspended from the residence hall pending a judicial hearing.

Failure to observe quiet hours or courtesy hours is considered conduct infringing on others and is a violation of residence hall policy.

## Obscene & Indecent Behavior

Behavior or activities determined by residence hall policy or the University Student Code of Conduct as obscene or indecent are prohibited. This includes, but is not limited to: stripping, mooning, flashing, and streaking.

## **Pets**

Residents may have fish for pets provided the tank does not exceed 10 gallons in size. All other pets are prohibited and may not visit or stay in the room or apartment for any period of time. Working service dogs are permitted.

Residents found responsible for violating the pet policy are subject to immediate billing for cleaning carpets and other University owned furnishings in the room and apartment as well as judicial sanctioning.

## **Posting**

Posting of profanity or obscenities is not permitted in public areas. This includes but is not limited to room doors, windows, and common areas. Posting determined to be reasonably offensive to others must be removed from publicly viewable areas when asked by either fellow members of the residential community or University staff.

## **Private Rooms**

When a space becomes available in a resident's room, the Housing Office may assign another roommate. A roommate may be assigned at any time during the semester. If during the semester a student wishes to have a private room, the student should visit University Housing to discuss availability and single room rates.

## **Propping Doors**

For safety and security reasons exterior, stairwell, and fire doors must not be left propped or intentionally unsecured at any time. Violation of this policy may result in judicial action and fines.

## **Removal from the Residence Hall**

Residents may be removed from their housing assignment and prohibited from entering other residential facilities on an interim basis, without a hearing, if the Dean or his/her designee deems the student to be an immediate threat or disruption to the community. The student removed in this situation will not be permitted to return to their housing assignment or visit other residential facilities until approved by the Dean of Students.

## Room Changes

There is a two-week period at the start of each semester during which time room changes do not occur. This enables the University to verify who has moved in, who has not arrived and what spaces are available for reassignment. All room changes must be approved by the Housing Office or Hall Director. De-tripling of rooms takes priority over other room changes. Residents seeking a room change must submit a "Room Change Request" form, available at residence hall front desks or the Housing Office. The Housing Office maintains a waiting list and coordinates all room changes involving vacancies (rooms with available spaces). Person-for-person room changes (residents switch rooms directly with no vacancies involved) are coordinated by the Hall Director.

It is the philosophy of the Residence Life program to empower students and help them develop the skills to resolve problems. Therefore, residents seeking room changes due to roommate conflicts are encouraged to go through a mediation process with a staff member before requesting a room change. Room changes for reasons other than a roommate conflict are subject to a convenience room change fee.

Room changes made without prior approval by the Housing Office or the Hall Director will result in improper room change charges and the resident may be required to move back into his or her previous room assignment. This includes unauthorized bedroom changes within suites and apartments.

## Room Entry

The University reserves the right to enter student rooms for the purpose of health and safety inspections and to make improvements or repairs. In such cases, the University will make every effort to give 48 hours notice, but this notice is not guaranteed. Additionally, University officials may, without notice, enter and conduct an administrative search of a student's room to investigate suspected violations of University and/or residence hall regulations. This may occur in cases of emergency where there is a possible threat to life or property, where contraband or prohibited items are in view of campus authorities, or where the general welfare of hall residents or the University community is concerned.

Staff may enter student rooms for the purpose of conducting a room inventory and/or completing checkout paperwork. This will usually occur within a week of a resident changing rooms, entering/vacating a housing assignment, or at the end of a housing contract period.

Residents who refuse to open their room or apartment door when staff has made a reasonable request, based on a reasonable belief that a violation is present, may be charged with failure to comply.

Sanctions may be greater than those normally given for the suspected violation and may include: probation, deferred housing selection or removal from housing.

## **Screens and Windows**

Window screens may not be removed or cut. In addition to facing judicial action, residents may be charged to re-install, repair or replace screens that have been removed in violation of this policy. Residents may not sit in or lean out of windows or pass people or objects through windows at anytime. Climbing through windows may result in a \$100 fine. Signs may not be hung from residence hall windows without the Hall Director's approval. Requests to secure loose screens should be submitted via an online work request. For security reasons, if a screen is missing or damaged, maintenance staff may enter a student room without notice to repair or replace the screen.

## **Smoking**

Smoking is not permitted in any CNU residential facility. Additionally, individuals smoking outside of these facilities are encouraged to be aware of the smoke-free lifestyle of others and not place tobacco smoke in the path of entry to the residence halls. As a courtesy, students should refrain from smoking within 20 feet of building entrances. Should anyone need to be reminded or asked to move their smoking away from the entrances, they are obligated to comply by rules of common courtesy and respect in a Community of Honor.

Residents may not have Shisha pipes or Hookahs in University housing.

Fog machines may not be used in the residence halls.



## **Sports and Pranks**

Engaging in sports in the residence halls is prohibited. This includes, but is not limited to, playing ball, riding skateboards or bicycles, in-line skating, bowling, throwing Frisbees or other objects, participating in shaving cream, water, food (or other substances) fights, discharging water guns or engaging in any other activity which might disturb or endanger the safety of others or damage University property.

Throwing, dropping or shooting any object, including NERF, dart and other toy guns into or from within the residence halls is strictly prohibited. Pranks and practical jokes in the residence halls can be disruptive to the community and potentially dangerous to residents and property. As a result, such behavior is prohibited.

## **Street and Traffic Signs**

Residents are strongly discouraged from placing street and traffic signs in their housing assignments as these items can often be identified as stolen or inappropriately obtained property. These items include, but are not limited to: street name signs, traffic signals, road cones, and construction barriers. While it may be possible to legitimately obtain street and traffic signs, providing proper documentation identifying this ownership to University staff may be difficult.

## **Unauthorized Entry/Exit**

Residents and visitors must enter and exit the halls through the main lobby doors. No doors should ever be left propped open. Doors designated as emergency exits are for emergency use only. Unauthorized use of emergency exits may result in judicial action including a \$100.00 fine. Other areas in and around the residence halls off limits to students include, but are not limited to, mechanical rooms, storage or housekeeping closets, roofs, and window ledges. Scaling the sides of the residence halls or other University buildings is dangerous and also prohibited.

# Prohibited Items in the Residence Halls

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In order to help ensure the safety of all residents and protect personal and University property, the University reserves the right to impose reasonable requirements with regard to the type and use of appliances, equipment and other items students bring into the residence halls. Some examples of items not permitted in the residence halls are listed here. This list is not all-inclusive. Other items not on the list may be considered safety hazards or a threat to property and subject to confiscation at the discretion of the Hall Director or designee.

## Appliances

Microwave ovens and refrigerators (other than those provided by the University) are prohibited. Special requests to bring personal refrigerators (for dietary or medical reasons) must be submitted to Housing or Residence Life.

Cooking in the residence halls is dangerous. Student rooms were not designed for that purpose. Therefore, use of cooking appliances is limited to the University provided microwave or a UL approved coffee pot with automatic shut-off. All other cooking appliances are prohibited in student rooms, including but not limited to: toasters, toaster ovens, George Foreman grills, electric frying pans, deep fryers, hot plates, rice cookers, and other appliances with heating elements. (Irons and curling irons with automatic shut off are permitted.)

Residents living in an apartment or unit with a University designated and approved kitchen may use commonly accepted household cooking appliances (including those listed above) with extreme caution. The appliances must be stored and used strictly in the kitchen areas only. Failure to follow these guidelines or maintain a healthy and safe cooking environment in the kitchen may result in residents of the apartment or unit losing the privilege to have personal cooking appliances. Never leave cooking food, irons, electric blankets, hot curlers, or curling irons unattended.

## Candles and Open Flames

Due to fire safety concerns, all candles (burned or not) are prohibited in the residence hall. Open flames, burning incense, incense and candle warmers, and cigarette smoking are also prohibited.

## **Ceiling Fans**

Installing ceiling fans, attaching lights or otherwise altering the electrical system is prohibited.

## **Dartboards**

Dartboards are prohibited in University housing.

## **Extension Cords**

Extension cords and outlet splitters without surge protection are prohibited in the residence halls. Residents may use power strips with surge protectors to extend the reach of electrical outlets.

## **Fireworks**

Sparklers, fireworks and other explosives are prohibited in the residence halls.

## **Fuel and Fuel Powered Equipment**

Fuel powered equipment is prohibited in the residence halls. This includes the storage of generators, mopeds and motorcycles. Bottled gas and flammable fuels are also prohibited (e.g. lighter fluid, gasoline).

## **Halogen Lamps**

Torchiere style halogen lamps are prohibited.

## **Heaters**

Due to increased fire hazard, portable heaters are prohibited.

## **Plug-in Air Fresheners**

Plug-in air fresheners with a “pass-through plug” as part of them are considered unsafe for residence hall use by the fire marshal and are prohibited. Other plug-in air fresheners are acceptable.

## Pressurized Items

Pressurized items (e.g. scuba equipment, CO2, helium, & propane canisters etc.) may not be kept in the residence halls.

## Routers

Personal computer routers are prohibited in the residence halls, unless issued by the University.

## Waterbeds

Waterbeds (or other liquid-filled furnishings) are not permitted in University housing.

## Weapons and Firearms

Weapons and firearms (including stun guns, paintball guns, BB guns, Air Soft guns and dart guns) are prohibited. Refer to the Student Code of Conduct for more information.

**Return of confiscated items is not guaranteed but may be considered if the resident agrees to remove the prohibited item(s) from University Housing immediately. Students have 30 days from date of confiscation to request the item be returned. After 30 days the item in question will be discarded.**

# Fire Safety

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Fire is a significant threat to life and property in a residence hall community. Therefore, violations of fire safety policies are taken very seriously. Failure to observe fire safety rules and regulations or follow emergency procedures during a drill or actual emergency may result in judicial action including possible removal from housing.

## Fire Safety Equipment

Tampering with smoke/heat detectors, fire alarms, fire extinguishers, emergency lights, sprinklers, valves, or any other fire safety equipment is expressly prohibited. Hanging things from sprinkler heads could cause flooding and significant damage to personal and University property.

Anyone involved in initiating a false alarm or inappropriately discharging a fire extinguisher will face severe disciplinary action.

## **Fire Alarms and Evacuation**

When the fire alarm sounds, everyone must evacuate the building immediately every time. All fire alarms must be treated like a fire situation. Failure to evacuate the building, or evacuate in a timely manner, may result in judicial action and fines.

## **Fire Drills**

Fire drills are conducted each semester to ensure proper functioning of the building fire alarm system. Occupants must evacuate for a drill just as they would for a real fire.

## **Fire Safety Inspections**

The fire marshal may conduct announced or unannounced inspections of residential rooms during the course of the year. Violations discovered by the fire marshal are subject to a fine.

## **Fire Safety Tips**

- Remain calm in a fire.
- Know alternate exits in advance in case the primary route is obstructed.
- Never use the elevators during an alarm.
- Touch the door before opening. If the door is hot, do not exit.
- Call the front desk or University Police at 594-7777 if you need assistance evacuating the building.
- If you are trapped in your room, stuff the door cracks and vents with damp towels. Hang a sheet from the window to alert rescue personnel. Stay low to the floor and breathe through a damp cloth.
- If trapped in an elevator or stairwell, use the available telephone to call for help.
- When evacuating, bang on other room doors to alert residents.
- Close doors behind you to contain the spread of smoke and fire.
- Upon evacuating the building, do not return until a staff member tells you it is safe to do so.

## Theft Prevention and Personal Safety

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In order to prevent theft or threat to personal safety, students should take the following precautions:

- Always secure your doors, especially when you are away or sleeping.
- Never allow anyone to borrow your key for any reason or any length of time.
- Do not leave valuables in plain view.
- Do not prop residence hall doors open and always ensure they secure behind you.
- Follow all guest and visitation policies and contact the front desk or University Police to report suspicious persons or activities in or around the building.
- Keep a list of all valuables, including model and serial numbers and other identifying information, for use by law enforcement authorities and insurance providers should loss, theft, or damage of property occur.
- Do not walk across campus alone, especially at night.
- Use one of the call boxes located throughout the campus when you need immediate access to University Police.
- Always lock your car and keep valuables out of sight.
- Park your car in well lit areas.

## Navigating The Waters: Tips To A Positive Roommate Experience

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The thought of living with someone you have never met can cause anxiety. It is quite normal to be a little unsure about the “unexpected,” but how you respond to that anxiety can have a profound impact on your residential experience. It helps to have realistic expectations about what your roommate(s) will be like and the kind of relationship you will develop. Consider the following:

1. You and your roommate(s) will be different. Whether the difference is race, religion or just your favorite food or book, you will be different. Embrace those differences and open yourself up to new experiences and personal growth.

2. You and your roommate(s) will have disagreements. Communicate your concerns and ask your roommate(s) to do the same thing. Prepare to compromise as part of the problem solving process.

3. You and your roommate(s) may not become “best friends.” This is OK. In fact, many students ask to live with a friend and later report they wish they had chosen to live with someone they had never met. It is possible and quite common to be good roommates, but not “best friends” and vice versa.

4. The RA is trained to help roommates resolve their issues. Use the RA as a resource for problem solving.

## **The Roommate Agreement Form**

Because we know roommates will have differences, we have developed a tool to help you identify those differences and discuss compromises with which everyone can live. We call it the “Roommate Agreement” and believe it will help you resolve problems proactively. Your RA will distribute these at the beginning of the semester. You are encouraged to complete it with your roommate(s), discuss it, develop compromises, and post the agreement in a high visibility area in your room where all roommate(s) will see it regularly. It helps if you return a copy to your RA so it can be filed for future reference.

## **Communication**

In order to effectively solve problems and resolve conflicts, it is important that you understand effective approaches to discussing issues with your roommate(s). Acquiring and utilizing such skills will both enhance your roommate relationship and serve you as a valuable life skill.

## **Use “I” Statements**

“I” statements help to create a message that is non-offensive, while specifically identifying your concerns, how they impact you, and what your roommate(s) might do to resolve the problem.

## **Examples:**

1. I feel angry when you turn on the overhead light when I am sleeping;  
Please use a lamp if you need light while I am sleeping.
2. I feel annoyed when you leave your stuff on the side of the sink. Please put your personal items away after you have used them.

While the examples may sound silly, this sort of communication approach helps prevent further problems. Identify behaviors that create ill feelings, such as name calling or resorting to vague or combative descriptors like “You’re a jerk,” or “You’re a slob.” Statements such as these will create defensiveness in your roommate(s) and are barriers to effective communication and problem solving.

## Listening

Listening to your roommate is as important as communicating your concerns. If it is apparent that you are willing to listen to one another, you have established a foundation of respect upon which your conflict can be resolved. The following are some things you can do to actively listen to your roommate(s):

1. Enter discussions with an open mind.
2. Maintain good eye contact.
3. Maintain an “open” body posture. Sit facing your roommate(s) with both feet on the floor and leaning forward slightly.
4. Nod in the affirmative when you clearly understand your roommate’s communication.
5. Paraphrase or summarize your roommate’s comments to clarify important points.

In short, your roommate experience can be positive if you have realistic expectations, are willing to compromise, and work hard at appropriate communication. Like your relationships with your parents, siblings, and friends, you will sometimes disagree, but if you work effectively to solve problems, no conflict is insurmountable.



# Important Phone Numbers

Department .....	Phone
Academic Advising .....	594-8763
Bookstore .....	599-5170
Business Office .....	594-7354
Cashier Office .....	594-7042
Center for Counseling, Coaching, and Consulting .....	594-7047
CNU Information .....	594-7000
Dean of Students .....	594-7160
Health & Wellness Services .....	594-7661
Housing .....	594-7756
Information Technology Services Help Desk .....	594-7079
Mail Room .....	643-8002
Office of Student Activities .....	594-7260
Parking Services .....	594-7129
Residence Life .....	594-7125
Student Affairs .....	594-7260
Student Government Association .....	594-7197
University Police .....	594-7053
Emergency .....	594-7777

## Dining Services:

Captain's .....	594-7979
Einstein's Cafe .....	594-7873
Hidden-Hussey Commons .....	594-7660
Regatta's .....	594-7257

## Residence Hall Front Desks:

East Campus (Barclay 53) .....	643-7019
James River Hall .....	643-8000
Potomac River North .....	534-9301
Potomac River South .....	534-9300
Santoro Hall .....	643-7000
York River Hall East .....	643-7008
York River Hall West .....	643-7009

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